

# FARMINGTON POLICE DEPARTMENT

## POLICY AND PROCEDURE



**Policy Number:**

246-09

**Effective Date:**

07/11/2017

**Subject:**

Explosive Ordnance Disposal Unit

**Approved by:**

A handwritten signature in black ink, appearing to read "S.D. Hebbe".

**Steven D. Hebbe, Chief of Police**



### PURPOSE:

To establish guidelines for an Explosive Ordnance Disposal (EOD) Unit.

### POLICY:

It is the policy of the Farmington Police Department to provide a safe means of handling and disposing of explosives, dangerous ammunition and improvised explosive devices (IED).

### PROCEDURE:

#### Definitions:

**Bomb Threat:** A Bomb Threat condition exists when a suspected bomb/explosive device has been reported but not located.

**Bomb Emergency:** A Bomb Emergency exists when a suspected or actual bomb/explosive device has been located or when an explosion occurs.

**Explosive Ordnance Disposal (EOD) Unit:** All references to an Explosive Ordnance Disposal Unit is synonymous with Bomb Squad Unit.

**Explosive:** A substance that can be made to explode, especially any of those used in bombs or shells.

**Improvised Explosive Device:** A device fabricated or placed in an improvised manner, incorporating lethal, noxious, pyrotechnic, or incendiary materials designed to destroy, incapacitate, harass, or distract.

**Firework:** A device containing gunpowder or other combustible chemicals that causes a spectacular explosion when ignited, used typically for display or in celebrations.

#### **EOD Unit Responsibilities:**

The EOD Unit takes action to eliminate or reduce the hazards of explosives, dangerous ammunition, military ordnance and improvised explosive devices. The EOD Unit assists in crime scene investigations and processes post blast scenes for physical evidence, including limited follow-up investigations and case presentations, as

required. The EOD Unit provides certified Explosive Breaches in support of SWAT operations. The EOD Unit also disposes of confiscated or illegal commercial fireworks, as well as evidence at the discretion of a court order. EOD Unit personnel assist outside agencies in EOD related matters when requested and approved.

The EOD Unit responds to and disposes of any device known to or thought to contain explosive materials. The unit responds to Bomb Threats when a suspected or actual device has been located or when assistance is needed in conducted a search with a high probability of a device existing. The Special Operations Lieutenant is responsible for supervision of the EOD Unit, including coordination of training, budget and on-call assignments.

EOD Unit personnel are on-call on a rotating basis. EOD Unit personnel are released from their current duties to assist on any EOD call, whether on-call or not.

The Unit assists the Department or other law enforcement agencies in the investigation of incidents involving explosives, improvised explosive devices (IED's), or suspect explosive devices.

The Unit also conducts follow-up investigations where an explosive device has detonated (post blast) and processes the scene for evidence, as requested.

The Unit destroys any evidence, weapons, and dangerous drugs at the request of the Records Division or any authorized court.

The Unit instructs department personnel in explosives recognition and provides bomb threat management training to outside agencies and businesses, and instructs Farmington Fire Department and Emergency Medical Services personnel in explosive recognition, hazards, and bomb scene safety when requested.

EOD Unit personnel should attend annual EOD method and upgrade training when available. During this training, technical proficiency evaluation is conducted. Attendance at a federal agency, state or certified bomb squad sponsored training can be used to fulfill this requirement. In addition, they attend one training session per month. Two weeks advance notice of training should be given to their supervisors, when possible.

EOD Unit personnel assigned to alternate positions are volunteers. They do not receive on-call status. Personnel assigned to alternate positions are required to maintain the same proficiency levels regular assigned team members. Reimbursement of call out or training time can be compensatory time, overtime, or shift adjust, as determined by the Special Operations Lieutenant and the officer's supervisor.

### **EOD Unit On-scene Responsibilities:**

Responsibilities and procedures of EOD Unit personnel upon arrival at the scene of a suspected or actual explosive device are as follows:

1. Ensure a safe perimeter has been established and maintained away from the explosive device;
2. Ensure the Fire Department and medical personnel are standing by if required prior to conducting rendering safe procedures;
3. Only EOD Unit personnel approach, handle, or render safe any explosive device or material;

4. Process the scene for possible evidence and prepare an EOD Unit Supplemental Report to the original case report;
5. Utilize patrol personnel in support of the operation for Perimeter Security, Traffic Control, and Escort for transportation of any explosive material or device when required.

**Personnel Qualifications:**

All EOD Unit personnel must meet the following qualifications to be eligible for consideration for assignment to the unit:

1. Be volunteers;
2. Cannot be color blind;
3. Cannot be allergic to explosives;
4. Must be a certified law enforcement officer;
  - a. Have a minimum of one year non-probationary law enforcement experience with Farmington Police Department or have completed their probationary period for lateral officers who have at least two years' experience with another law enforcement agency.
5. Have no record of disciplinary action in the previous year which resulted in the applicant receiving time off without pay.
6. Must be willing to be on-call, and to work varied and extended hours based on the needs of the unit;
7. Coordinate vacation and on-call responsibilities with their team leader, Assistant Bomb Squad Commander and the Special Operations Lieutenant;
8. Be willing to respond to call-outs when not on-call;
9. Be willing to travel out of town;
10. Possess both mechanical and electrical aptitudes;
11. Demonstrate the ability to work under stress;
12. Demonstrate the ability to operate specialized EOD Unit equipment and follow procedures;
13. Must be able to pass the FBI's Hazardous Device School (HDS) application requirements and successfully graduate from HDS. Must be able to complete an on-the-job training program with experienced Bomb Technicians until proficiency is exhibited;

14. Be familiar and comply with EOD Unit responsibilities as established by Department policy and procedure;
15. Maintain a high standard of knowledge and training in explosive related subjects;
16. Testify as an expert witness in state and federal courts when required.

**EOD Unit Member Responsibilities:**

1. Provide technical support or conduct render safe procedures (RSP) when required on all incidents involving explosives or improvised explosive devices;
2. Handle high probability bomb threats;
3. Provide bomb security for visiting dignitaries and special events;
4. Assist with scene investigations on incidents involving explosives, IED's, suspect packages and post blast occurrences when requested;
5. Testify as an expert witness in state and federal courts;
6. Maintain all issued and unit equipment to insure its serviceability when needed;
7. Advise the Special Operations Lieutenant and other team members of all call outs and activities;
8. Give explosive recognition classes and bomb threat response information to police officers, firefighters, emergency medical personnel, and civilian personnel when requested;
9. Maintain liaison with EOD units of the local, state, and military and federal EOD related agencies;
10. Respond to any requests for the voluntary surrender (amnesty) of explosive materials;
11. Be responsible for the proper storage of explosives and disposal of explosives when required. Ensure explosives are not stored in department office areas;
12. Conduct in-service training for department Bomb Technicians and department personnel when requested;
13. Conduct explosive inventories and audits in accordance with Bureau of Alcohol, Tobacco, and Firearms, (ATF), requirements;
14. Conduct monthly inspections of EOD Unit vehicles and equipment;
15. Provide certified Explosive Breaches for SWAT operations.

An EOD Unit Supplemental Report is written on all incidents where an IED or suspect device was rendered safe, where an explosive device has detonated or at the request of an outside agency or Department supervisor.

ATF Bomb and Arson Tracking System (BATS) Reports are filled out on all incidents covered under ATF and Department of Justice guidelines.

The primary Bomb Technician on the EOD Unit call out ensures a case or supplemental report is completed or Incident Log entry is made for all Bomb Squad call outs. This information is maintained for tracking purposes in support of operation expenses, explosive/equipment/supply expenditures and grant money expenditures.

### **Improvised Explosive Device (IED) Procedures:**

The following steps are intended as safety guidelines and may vary with the individual situation:

1. Whenever possible, obtain as much information as available before taking any action;
2. Upon arrival, the first Bomb Technician on scene checks if evacuation was conducted properly and ensures the scene perimeters and cordons have been established;
3. After reviewing all available information, the decision is made to render the device safe at the scene, blast in place, or remove it to a safe disposal area;
4. On IED calls, or calls involving the recovery of explosives, a minimum of two Bomb Technicians should be utilized;
5. If possible set up and test equipment in a safe area before approaching the suspected item;
6. Render safe procedures involving hand entry of IED's are restricted to life threatening situations only;
7. If a scene is contaminated, appropriate protective clothing will be worn by all EOD Unit personnel entering the immediate area. Clothing to be worn may include, but is not limited to, protective suit, surgical gloves, eye protection, and respirator;
8. The Bomb Suit will be worn at the discretion of the primary Bomb Technician on scene for life threatening situations. Situations where the Bomb Suit may not be required (but are not limited to):
  - a. Where it is physically impossible;
  - b. Explosive/Flammable atmosphere;
  - c. Potential of booby traps;
  - d. As situations demands.
9. The use of a firearm is authorized to render an IED safe. The EOD Unit .22 caliber, pellet rifle, or AR-15 may be used for this purpose;

10. If a firearm is used to render safe purposes, the EOD Unit Supplemental Report and Response to Aggression Forms are completed.

If an IED or explosive item is to be removed, the use of the department Total Containment Vessel (TCV) trailer should be considered, whenever feasible. If the TCV is not available, transport of a hazardous item may involve the use of a modified city vehicle, i.e.: a sand filled dump truck. Marked patrol vehicles may be used as an escort. The patrol supervisor and fire department supervisor on the scene should be advised of the route to be taken.

The utilization of untrained personnel on an IED or suspect device is prohibited.

### **Training:**

Each Bomb Technician must successfully complete the FBI Hazardous Devices School (HDS) and a Haz-Mat Technician Level Course that includes the wear of Haz-mat suits and respirators. In addition, each Bomb Technician must then complete an on-the-job training program with experienced Bomb Technicians until they exhibit proficiency. Training includes proficiency testing and refresher training.

Bomb Squad members may experience scheduling conflicts due to the responsibilities of their primary duties. However, training attendance is critical to maintain proficiency in required skills. Bomb Squad members must attend a minimum of 70 percent of scheduled bi-weekly trainings in a calendar year. Failure to attend at least 70 percent of scheduled trainings in a calendar year may result in discipline up to and including dismissal from the squad.

### **Proficiency Training:**

1. Disrupter set up and use;
2. X-ray set up and use of Digitizer;
3. Bomb Suit set-up and use;
4. Hotstic (robotic arm) set-up and use;
5. Tape and line procedures;
6. REMOTEC and ICOR Robotic Operations;
7. Miscellaneous equipment set-up and use;
8. Explosive recognition, both commercial and military;
9. Firearms familiarization and use;

10. Basic demolition safety practices;
11. Scene management;
12. Total Containment Vessel and Transport System Operations;
13. Polaris UTV operation and maintenance;
14. Operation and maintenance of Bomb Squad Response Truck and mounted equipment.

### **Proficiency Testing:**

Proficiency testing is conducted once a year after a technician graduates Hazardous Devices School and is documented. Testing includes the following areas:

1. Disrupter set-up and use;
2. X-rays;
3. Bomb suit;
4. Total Containment Vessel;
5. REMOTEC Robotic System;
6. Miscellaneous render safe equipment and manuals.

Testing may include written and practical tests.

### **Refresher Training:**

The Bomb Squad conducts monthly EOD training sessions to remain up-to-date on the latest information. A Bomb Technician coordinates each training day. The duty is rotated among assigned Bomb Technicians. Each Bomb Technician should attend outside refresher training when offered or available. This can include regional International Association of Bomb Technicians and Investigators (IABTI) Seminars, and FBI HDS refresher courses, ATF Post Blast and Explosive Demolition Classes, New Mexico State Blasters Certification classes. The Special Operations Lieutenant is advised of all training.

Each Bomb Technician should remain current on bombing incidents through the ATF BATS System, FBI, Homeland Security and Military bulletins and by reading current books and articles relating to the bomb disposal field.

### **Explosive Magazine and Storage:**

The EOD Unit currently utilizes three (4) explosive bunkers for explosive storage. Only EOD Unit personnel

have access to department explosives. A Magazine Entry Log is filled out each time the magazine is entered. A Magazine Transaction Records entry is completed for each explosive item removed in or out of the magazines.

The department does not currently have the capability to store explosive or hazardous items as evidence except for fireworks. Any bomb components or materials required to be stored as evidence should be free of explosive and hazardous materials. Explosive components and hazardous items are photographed if possible and destroyed. A description of the components and actions taken are documented in a supplemental case report.

### **Destruction of Hazardous Chemicals:**

The EOD Unit will not destroy chemicals or other toxic substances, if, according to City, County or State of New Mexico Environmental Health Divisions, the destruction of such materials pose a danger to the environment. The EOD Unit will not take possession of or remove hazardous chemicals or toxic materials for disposal. In such cases, the Farmington Fire Department Hazardous Materials Unit is called. The EOD Unit may assist or support the Fire Department Hazardous Materials Unit as directed by a department supervisor.

When a question arises about the destruction of chemicals, the Farmington Fire Department Hazardous Materials Unit and State of New Mexico Environmental Health personnel may be contacted to advise.

### **Utilizing Outside Bomb Disposal and EOD Units:**

The New Mexico State Police Bomb Disposal Unit, Albuquerque Bomb Squad, or military EOD teams may be utilized to assist on calls beyond the capability of the department Bomb Technicians. The EOD Unit Bomb Lead Technician makes any requests for outside support with authorization from a department supervisor. When utilizing outside support, the requesting Bomb Technician provides a department liaison.

### **EOD Range Protocol at Safety City:**

Radio contact is maintained with the Communications Center. As a courtesy, the Communications Center and Municipal Airport Operations are advised of EOD Unit operations. An EOD Bomb Technician is designated as the Range Safety Officer for all explosive operations at Safety City. Any explosive detonations requiring a 500 foot air clearance over the area of the detonation requires the Range Safety Officer to notify dispatch and the Farmington Airport Tower at least two minutes before detonation to ensure air traffic in the area is clear or advised. Smaller detonations require dispatch to be advised of when Bomb Squad operations/training begins and terminates.

A visual check of the area is made prior to any detonation. Farmington Fire Department or County Fire Department is notified for any operations that involve a risk or fire. The decision to have Fire Department personnel or equipment present during operations is at the discretion of the fire department. Other agencies requesting use of Safety City of explosive operations are required to follow these rules. At least one Farmington Department Bomb Technician will be present during any operations conducted by other agencies.

### **Range Safety Procedures:**

All items to be destroyed are delivered to the blast site by those persons requesting demolition. All demolitions require a minimum of two Bomb Technicians. One Bomb Technician is designated as the Blasting Officer and one is designated as the Range Safety Officer. The Blasting Officer is responsible for the number, design, and



timing of each blast. The Safety Officer oversees the operation ensuring that all observers and Bomb Technicians are in appropriate safe areas during the demolition procedure. The Safety Officer has the authority to stop all action if a safety problem is observed. A check of the area is made by the Safety Officer to ensure all explosive and hazardous items have been removed from the site after completion of the operation.

If department evidence is being destroyed, Records Division personnel will be present at the disposal site.